

## PURCHASE ORDER REQUISITION

**First Baptist Church**

**810 Bridges Street**

**Morehead City, NC 28557**

**Phone: 252-726-4142**

**Date**

**Requisitioned By:**

*Chairperson/Project Coordinator*

**FBC Budget Line/Account #**

**Payable To:**

*Person or Company to be paid & address*

Quantity	Description of Purchase	Shipping Handling	Sub-Total	Discount	Tip	Tax	Total Payment
0							
0							
0							
0							
0							
0							
0							
0							
<b>Check Total</b>							

**Purchase Approved By:**

Requested By

*Person Requesting Items*

**Committee Chairperson**

**Church Treasurer**

**Budget & Finance Committee Chairperson**

**Attach receipts of purchase or something showing  
cost of items when charging on master card, forward to Financial Secretary**